

OCS DISTRIBUTION LIST OF REPORTS PREPARED FOR  
THE OFFICE OF LOGISTICS

FREQUENCY LEGEND:

MM - Mid-month cutoff

ME - Month-end cutoff

SA - Semi-Annual

A - Annual

R - Request

Q - Quarterly

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
100	Document Control Exceptions Report	MM-ME	1	DSCB
101	Headquarters Error Read Outs	MM-ME	6	1-OCS 2-DSCB 3-CCDB
103	Location 904 Error Read Outs	MM-ME	3	1-OCS 2-CCDB
104	Location 914 Error Read Outs	MM-ME	3	1-OCS 2-CCDB
105	Headquarters Activity Register	ME	6	1-OCS (VM) 1-DSCB 4-CCDB
107	Location 904 Activity Register	ME	1	CCDB
108	Location 914 Activity Register	ME	1	CCDB
109	Demand and Issue Activity Register	ME	1	CCDB
110	Due In Activity Register	ME	3	1-DSCB 2-CCDB
111	Due Out Activity Register	ME	3	1-DSCB 2-CCDB
112	OE Demand & Issue Activity Register	ME	1	CCDB
113	Inventory Adjustment Report	R	1	CCDB

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
114	RIA Stock On Hand Revaluation	MM-ME	2	1-OCS 1-CCDB
115	RIA Property In Use Revaluation	MM-ME	2	1-OCS 1-CCDB
116	RIA Property On Loan to Others Revaluation	MM-ME	2	1-OCS 1-CCDB
117	Headquarters Consolidated Activity Register	SA	5	1-OCS (VM) 1-DSCB 3-CCDB
119	Location 904 Consolidated Activity Register	SA Jun - Dec	1	CCDB
120	Location 914 Consolidated Activity Register	SA Jun - Dec	1	CCDB
121	Location 904 Demand and Issue Activity Register	ME	1	CCDB
122	Allocation 05 Activity Register	ME	1	CCDB
200	Stock On Hand Status Report	ME	6	1-OCS (VM) 1-DSCB 4-CCDB
201	Property In Use Status Report	ME	3	1-OCS 1-CCDB 1-BSB GJ26 Hqs.
202	Property On Loan to Others Status Report	ME	2	1-OCS (VM) 1-CCDB

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
203	Property on Loan From Others Status Report	ME	2	1-OCS (VM) 1-CCDB
206	Location 904 Stock Status Report	ME	1	CCDB
207	Location 914 Stock Status Report	ME	1	CCDB
208	Condition 3 Stock Status Report	ME	4	2-CCDB 2-[REDACTED] STA
209	Condition 5 Stock Status Report	ME	2	[REDACTED] STA
212	Allocation 08 Stock Status Report	ME	2	1-CCDB 1-[REDACTED] STA
213	ELINT Stock Status Report	ME	1	DDST 2F39 Hqs.
214	Allocation 23 Stock Status Report	ME	2	CCDB
215	COG Office M Stock Status Report	ME	2	1-Med 1D4065 Hqs. 1-Medical Technician [REDACTED] STA

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216	Allocation 91 Stock Status Report	ME	3	Security 4E49 Hq. STA
218	FBIS Allocated Stock Status Report	Q Mar - Jun Sep - Dec	7	FBIS [redacted]
219	Commo Equipment Managers Stock Status Report	Q Mar - Jun Sep - Dec	2	CCDB
220	ORD Allocated Stock Status Report (DODAC)	ME Mar - Jun Sep - Dec	3	CCDB
221	MB/SOD Allocated Stock Status Report	ME	2	SOD/LOG GG-2701
222	Cognizant Office T/Allocation 61 Stock Status Report	ME	6	CCDB
223	Selected Property In Use Account CMR's	R	3	CCDB
224	Commo Limited Standard and Obsolete Stock Status Report	ME	1	CCDB
225	Obsolete Items Stock Status Report	ME	1	CCDB
STAT	[redacted]-SOD Allocated Stock Status Report	ME	2	[redacted] SOD GG-2701 STA

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
228	TSD Condition 3 Stock Status Report	Q Mar - Jun Sep - Dec	4	CCDB
230	Allocation 09 Stock Status Report	Q Mar - Jun Sep - Dec	1	CCDB
231	No Issue Status Report	SA Jun- Dec	2	CCDB
232	Condition 7 Stock Status Report	ME	2	CCDB
233	Inventory Stratification Report	Q Mar- Jun Sep - Dec	4	CCDB
234	NSA Stock Status Report	SA Jun - Dec	3	CCDB
235	Allocation 10 Stock Status Report	ME	1	CCDB
236	Allocation 75 Stock Status Report	Q Mar- Jun Sep- Dec	2	CCDB

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
300	Receipts & Issues Report	MM-ME	4	1-Finance 1-OCS 1-DSCB 1-CCDB
301	Ledger Postings	MM-ME	2	1-Finance 1-OCS
302	Stock On Hand Acquisition Difference 4251	MM-ME	3	1-Finance 1-OCS 1-CCDB
303	Stock On Hand Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB
304	Property In use Acquisition Difference 4251	MM-ME	3	1-Finance 1-OCS 1-CCDB
305	Property In Use Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB
306	Property On Loan To Others Acquisition Difference 4255	MM-ME	3	1-Finance 1-OCS 1-CCDB

<u>Job Number</u>	<u>Report Description</u>	<u>Frequency</u>	<u># Copies</u>	<u>Distribution</u>
307	Monetary Value of Stock On Hand	ME	3	1-Finance 1-OCS 1-CCDB
308	Monetary Value of Property In Use	ME	3	1-Finance 1-OCS 1-CCDB
309	Monetary Value of Property On Loan To Others	ME	3	1-Finance 1-OCS 1-CCDB
310	Monetary Value of Property On Loan From Others	ME	3	1-Finance 1-OCS 1-CCDB
311	Fiscal Year Transaction Totals	A July	2	1-Finance 1-OCS
313	OCS Internal Balancing Report (Control Totals)	MM-ME	1	OCS
314	OCS Internal Balancing Report (Monthly Transaction Totals)	MM-ME	1	OCS

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4

<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
400	FIIN Nomenclature Catalog	ME	4	3-CCDB 1-DSCB
401	Alpha Nomenclature Catalog and/or Supplements	ME Jan - Feb Apr - May Jul - Aug Oct - Nov Mar - Jun Sep - Dec	4 12	3-CCDB 1-DSCB 11-CCDB 1-DSCB
405	SAC Letter Duplimats	ME	1	CCDB
406	Nomenclature 5x8 Cards	MM-ME	1	CCDB
407	Stock Number Changes, Deletions, and/or Consolidations Report	MM-ME	6	1-[REDACTED] STAT 2-DSCB 3-CCDB

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<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
414	Deleted Nomenclature	S/A Mar - Sep	1	CCDB
415	CHG To/CONSOL WITH Nomenclature	S/A Mar - Sep	1	CCDB

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<u>JOB NUMBER</u>	<u>REPORT DESCRIPTION</u>	<u>FREQUENCY</u>	<u># COPIES</u>	<u>DISTRIBUTION</u>
500	Shortage Report for Replenishment Action	MM-ME	3	CCDB
502	Pre-Inventory Stock Status Report	R	1	CCDB
503	Inventory Count Slips (5x8's)	R	1	CCDB
504	Inventory Count Slip Register	R	1	CCDB
508	Price Duplimats	SA Mar - Sep	1	CCDB
509	Inventory of Property In Use Accounts	Q Mar - Jun Sep - Dec	2	1-CCDB 1-OCS (VM)
510	Obsolete Items Report	Q Mar - Jun Sep - Dec	3	1-CCDB 2- [REDACTED] STA
511	Cost Accounts and Accounts Payable	ME-MM	1 Mag Tape	OCS

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<u>Report No.</u>	<u>Report Title</u>	<u>Frequency</u>	<u>No. Copies</u>	<u>Distribution</u>
403	DLSC Cross Reference Stock Number to Manufacturers Part Number	ME	2	CCDB
404	DLSC Cross Reference Manufacturers Part Number to Stock Number	ME	2	CCDB
408	DLSC PREF and/or REPL Items Report	ME	2	CCDB
409	DLSC Descrepancies	R	1	CCDB
410	DLSC Transaction Errors	ME	1	CCDB
411	Reference No. - Stock No.	R	1	CCDB
412	Stock Number - Reference No.	R	1	CCDB
413	DLSC AUTODYN DATA Report	R	1	Handcarry or CCDB
416	Manufacturer Supply Code for Manufacturers (FSCM)	R	1	CCDB
417	Manufacturer Name Cross Reference to Federal Supply Code for Manufacturers (FSCM)	R	1	CCDB

FREQUENCY: ME - MONTH-END CUTOFF  
A - ANNUAL  
R - REQUEST

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Formal No.	Report Title	Type of Report	Copies Required	Frequency	Distribution	Processing	Source	Number	Prepared by Number	Prepared by Comments	Reader	Manual Reports Man-Hours	Computerized Costs	Report's Costs
1	SSS 1 Program Call	5	1	6	1	2	To 01/PB	MEMO	SSS/ADMIN	3	189	156158	-	1
2	SSS 2 Office Extraneous	5	3	8	1	2	To 01/PB	MEMO	SSS/ADMIN	-	90	58070	-	240
3	IPC 01 ADPE Inventory - Fermat C	5	1	2	2	1	To 01/PB	CIR. A-83	005/IPC	7	24	22560	189	3
4	IPC 02 ADPE Status - Fermat C	5	1	2	2	1	To do	do	do	7	4	3760	-	57
5	IPC 03 Actual EDPE Status - Fermat C	5	1	2	2	1	To do	do	do	7	4	3760	-	27
6	IPC 04 EDPE Utilization - Fermat D	5	1	2	2	1	To do	do	do	7	4	3760	-	27
7	IPC 05 EDPE Acquisition Status - Fermat D	5	1	2	2	1	To do	do	do	7	4	3760	-	27
8	IPC 06 Management Status - Fermat F,G,H,I,J+K	5	1	2	1	1	To do	do	do	7	8	7520	-	27
9	IPC 07 ADP Management	4	2	2	2	2	To 01/PB	CIR A-79	do	7	48	45120	-	9
0	IPC 08 IHC Report	4	2	2	2	2	To 14/CPI	do	do	7	48	45120	-	10
1	RAB 1 Vital Records Protection Status Rep.	4	1	2	1	2	To GSA/MARS	FPM REG.	SSS/RA/B	-	18	11306	-	11
2	RAB 2 Stand. Form 8c - Summary of Rec. Holdings	4	1	2	1	2	To GSA/MARS	FPM REG.	SSS/RA/B	1	1	504	-	12
3	RAB 3 Budget and Program Call	4	3	3	1	2	To O/H/MARS	BBM REG	SSS/RA/B	-	144	186829	-	13
4	RAB 4 Recs. Management Program Report	2	3	3	1	2	To SSS/RA/B/IDS	HR	SSS/RA/B	-	146	124396	-	14
5	RAB 5 Recs. Mgmt Board Report by Rec. Length	2	2	10	2	10	To DDS	MEMO	SSS/RA/B	5	400	45046	-	15
6	RAB 6 Form Mgmt. Activities	2	4	4	12	4	To SSS/RA/B	HR	SSS/RA/B	1	24	18732	5662	16
7	RAB 7 Form Mgmt. Status Rep. Numerical Alphabetic	2	4	180	4	48	To do	do	do	1	-	-	7000	17
8	RAB 8 Form Mgmt. - OPI Report	2	4	4	4	58	To do	do	do	1	-	-	-	18
9	RAB 9 Annual Reports Inventory to C/RDB	4	1	2	1	2	To GSA/MARS	FPM REG.	do	3	5073	1748486	-	19
0	RAB 10 Records Mgmt. Conf. Report	2	3	3	2	2	To SSS/RA/B	MEMO	do	-	6	3744	-	20
1	AIR 1 Monthly Report	1	3	3	12	1	To SSS/RA/B	MEMO	SSS/AIR	3	11182	503272	-	21
2	AIR 2 Six Month Activity Report	1	3	2	2	1	To do	do	do	1	60	14310	-	22
3	AIR 3 Annual Report	1	3	12	1	8	To do	do	do	1	150	31208	-	23
4	AIR 4 Record of Holdings	1	1	4	4	43	To do	do	do	2	26280	248528	-	24
5	AIR 5 Quarterly Report	1	1	12	4	8	-	do	do	1	84	12528	-	25
6	RCB 1 Reg. Contd - Quarterly Job Status Rep.	1	1	2	4	2	To	?	SSS/RA/B	-	12	3990	-	26
7														27
8														28
9														29
0														30

OMS Components:

EXEC - Executive Staff  
SUPPORT - Support Division  
MAG - Medical Action Groups  
FMO - Field Medical Office  
PS - Psychiatric Staff  
SPD - Selection Processing Division  
NB - Nursing Branch, Clinical Div.  
CD - Clinical Division  
LB - Laboratory Branch, Clinical Div.  
IMB - Immunization Branch, Clinical  
RB - Registration Branch, Support Div.

No.	Report Title	Type of Report	Copies Prepared	Approved	Keywords	Distributed	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4	ADP	Plaintiff	Cite Source	Preparing	Editor	Manual Reports	Reports man-hours	Computer man-hours	Reports Costs
1	OMS-1	Wkly Activity Rpt.	7	2	5	52	1	No	DDS	Adm 65-7	OMS EXEC	10	260	2028-	-	- 1
2	OMS-2	Highlights	7	3	4	1	1	No	DAS	MEMO 8/11/7	OMS EXEC	-	18	318-	-	- 2
3	OMS-3	Wkly Duty Officer Rpt.	1	2	2	52	1	No	OMS	REL 15-76	OMS SUMM	-	52	338-	-	- 3
4	OMS-4	MOG Duty Officer Rpt.	1	2	1	26	1	No	OMS/DIR	ORAL	OMS MAG	7	4550	-	-	- 4
5	OMS-5	Wkly Field Medical Report	1	3	5	12	2	No	OMS/DIR	WBS 4 INST	OMS FMD	11	48	2970-	-	- 5
6	OMS-6	Psychiatric Staff Statistical Rpt.	1	1	4	12	3	No	OMS/DIR	FORM 2	OMS/IPS	-	48	19044	-	- 6
7	OMS-7	Rpt Current Therapeutic & Trn. Cases	1	2	4	52	3	No	OMS/DIR	?	OMS/IPS	-	52	32396	-	- 7
8	OMS-8	Other Rpt.	1	2	3	4	2	No	OMS/DIR	?	OMS/IPS	-	.8	70.4	-	- 8
9	OMS-9	Refector Study Gtly Rpt.	1	2	3	4	2	No	OMS/DIR	?	OMS/IPS	-	8	70.4	-	- 9
10	OMS-10	Rpt. Review of App. File App. for Emp.	1	2	3	4	2	No	OMS/DIR	?	OMS/IPS	-	8	85.84	-	- 10
11	OMS-11	SPD - Wkly Statistical Rpt.	1	1	7	12	7	No	OMS/DIR	?	OMS/SPD	5	168	52953	-	- 11
12	OMS-12	Wkly-OMS - Wkly Rpt.	1	1	1	12	1	No	OMS/CIO	?	OMS/NB	3	36	20172	-	- 12
13	OMS-13	LB/OMS - Wkly Rpt.	1	1	1	12	1	No	OMS/CIO	?	OMS/LB	24	13764	-	- 13	
14	OMS-14	LB/OMS - Wkly Rpt.	1	1	1	12	1	No	OMS/CIO	FORM 2	OMS/NB	1	12	48-	-	- 14
15	OMS-15	Wkly Rpt - Phys. Requirements. App.	1	1	2	12	2	No	OMS/DIR	?	OMS/RB	1	24	72-	-	- 15
16	OMS-16	Program Plans	5	3	11	1	3	No	O/PPB	MEMO	OMS/SUPPORT	8	288	3130-	-	- 16
17	OMS-17	SD-O Pers - Alpha Med Codes/Corrcc	3	4	1	4	1	No	OSER/DIR	ORAL	OMS/SUPPORT	-	.96	480-	-	- 17
18	OMS-18	SD-O Pers - Alpha by Med Codes	3	4	1	4	1	No	OSER/DIR	ORAL	do	-	96	480-	-	- 18
19	OMS-19	Alpha listing of SD-O Pers.	3	4	2	4	2	No	OSER/DIR	ORAL	do	-	192	960-	-	- 19
20	OMS-20	Tr. Med Data on CP	7	4	-	12	1	No	OP/100S	?	do	-	192	960-	-	- 20
21	OMS-21	PSR- OMS - Internal Only	1	3	7	4	8	No	OMS/DIR	?	OMS/SUPPORT	1	48	224-	-	- 21
22	OMS-22	Accts - Import/Export	7	1	3	12	2	No	OF/NMS	?	OMS/SUPPORT	1	24	114-	-	- 22
23	OMS-23	Rpt. of Encumbrances	7	1	3	12	2	No	OF/NMS	?	OMS/SUPPORT	1	48	306-	-	- 23
24	OMS-24	Off. Let - OMS	5	3	11	1	3	No	O/PPB	?	OMS/SUPPORT	3	194	1487-	-	- 24
25	OMS-25	Rpt. Accts - Medical Supply	7	1	5	12	2	No	OF/100S	?	OMS/SUPPORT	-	12	72-	-	- 25
26	OMS-26	Consolidated Rpt. - Dept. Hqg. & ADP Agmt.	7	2	3	2	1	No	IPC/DDS	MEMO 7/26/97	OMS/SUPPORT	-	6	42-	-	- 26
27	OMS-27	Rpt. OMS - Board Activities	1	2	1	4	1	No	OMS	REC	OMS/EXEC	1	8	84-	-	- 27
															STAT	28
																29
																30
																31

Offis  
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PLT #											RETENTION	PROJ	COM RPT	
RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	H M H M - SEQ #
800	PATB SCORING LIST	70008202	T-02	MED	P	143	1	ER				M5	21325	10 38660
801	STRONG SCORE LIST		T-03A	MED	P	143	1	ER				M5	21325	10 38260

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SECRET

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RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	RETENTION			PROJ	COM	RPT	SEQ #
									OFF	VR	RC				
976D	GSA DELETIONS-BADGE#	EAM PROC		OS	M	116	4					S5	26334		46840
977A	VNE ALPHA LISTING	EAM PROC		OS	M	143	4					S5	26334		46940
977B	VNE ALPHA/OFF EXPIRE	EAM PROC		OS	M	143	4					S5	26334		46960
977C	VNE BADGE NUMBER	EAM PROC		OS	M	143	4					S5	26334		46980
977D	VNE DELETIONS ALPHA	EAM PROC		OS	M	143	3					S5	26334		47000
977E	VNE DELETIONS BADGE#	EAM PROC		OS	M	143	3					S5	26334		47020

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S E C R E T

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RPT #	DESCRIPTION	MACH	PLT #	PROG #	DIST	FREQ	FORM PT	PRG	RETENTION			PROJ	COM RPT		
									OFF	VR	RC		CL	NO	H
590B	SANCA Z NUMBER ACCT.		EP590D	PU	P	143	1	AT				S5	26056		00576
590C	SANCA STATISTICS RPT		EP590D	PU	P	143	1	AT				S5	26056		00578
949A	CREDENTIALS ALPHA	EAM PROC		OS	M	116	6					S5	26334		46080
949B	CRED FRMS ALPHA-OFF	EAM PROC		OS	M	116	4					S5	26334		46100
949C	CRED EXP F-FAA-CR-ID	EAM PROC		OS	M	116	4					S5	26334		46120
949D	CRED FRMS-FAA ALPHA	EAM PROC		OS	M	116	4					S5	26334		46140
949E	CREDENTIALS CRED #	EAM PROC		OS	M	116	6					S5	26334		46160
959A	C-P TEL BADGE ALPHA	EAM PROC		OS	M	116	5					S5	26334		46360
959B	C-P TELEPHONE BADEG#	EAM PROC		OS	M	116	4					S5	26334		46380
959C	C-P TEL DELS ALPHA	EAM PROC		OS	M	116	3					S5	26334		46400
959D	C-P TEL DELS BADGE #	EAM PROC		OS	M	116	3					S5	26334		46420
972	WATCHMAN POST CARDS	EAM PROC		OS	Q	CARD						S5	26334		46480
973A	VNE-WP Curr BAL FWDS	EAM PROC			Q	116	1					S5	26334		46580
973B	VNE-WP ACCUM BAL FWD	EAM PROC			Q	116	1					S5	26334		46600
973C	VNE-WP ALPHA LISTING	EAM PROC			Q	143	4					S5	26334		46620
973D	VNE-WP ALPHA BY OFF	EAM PROC			Q	143	3					S5	26334		46640
973E	VNE-WP BADGE# LIST	EAM PROC			Q	143	3					S5	26334		46660
973F	VNE-WP EXPIRED BADGE	EAM PROC			Q	143	2					S5	26334		46680
975	BADGE ERROR LIST	CARD-TAP	S-04	SRB	M	143	1	GR				B5	26304		18540
975A	BADGE NO # SEQUENCE	70015400	S-07	***	M	116	3	GR				B5	26304	45	18600
975B	ALPHA NAME SEQUENCE	70015400	S-07	***	M	116	8	GR				B5	26304	45	18620
975C	STAFF BAD DEL BA SEQ	70015400	S-07	***	M	116	2	GR				B5	26304	10	18640
975D	STAFF BAD DEL ALPHA	70015400	S-07	***	M	116	2	GR				B5	26304	10	18660
975E	BADGE AREA-AREA CODE	70022700	S-13	***	Q	116	3	GR				B5	26304	30	18740
975F	CONTRACT-NON-AGY EMP	70022700	S-13	***	Q	116	3	GR				B5	26304	10	18760
975G	NON-AGENCY EMPLOYEES	70022700	S-13	***	Q	116	3	GR				B5	26304	10	18780
976A	GSA ALPHA LISTING	EAM PROC		OS	M	116	6					S5	26334		46780
976B	GSA BADGE NUMBER	EAM PROC		OS	M	116	6					S5	26334		46800
976C	GSA DELETIONS-ALPHA	EAM PROC		OS	M	116	4					S5	26334		46820

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S E C R E T

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RPT #	DESCRIPTION	MACH	PLT #	PROG #	DIST	FREQ	FORM	PT	PRG	RETENTION			PROJ	COM	RPT	SEQ #
										OFF	VR	RC				
500A	SPECLE ERROR TRANS			EP500A	PU	P	143	1	RW		S5	26070		00260		
500B	SPECLE TRANS LISTING			EP500B	PU	P	143	1	RW		S5	26070		00300		
500C	SPECLE UPDATE ERRORS			EP500B	PU	P	143	1	RW		S5	26070		00320		
500D	SPECLE REQUEST LIST			EP500C	PU	P	143	V	RW		S5	26070		00360		
500E	SPECLE REQ ERR LIST			EP500C	PU	P	143	1	RW		S5	26070		00380		
550A	SCRAMBLE 3X5 CARDS			EP550A	PU	R	3X5	1	ST		S5	26025		16140		
580A	CASES IN PROCESS			EP580C	PU	P	143	V	GF		S5	26027		00720		
580B	CASES CLOSED /MONTH			EP580C	PU	P	143	V	GF		S5	26027		00740		
580C	MISC STATISTICS			EP580C	PU	P	143	V	GF		S5	26027		00760		
580D	OV/COV CASES OPENED			EP580C	PU	P	143	V	GF		S5	26027		00780		
580E	CASES PENDING			EP580D	PU	P	143	V	GF		S5	26027		00820		
580F	CAPER ERROR LIST			EP580D	PU	P	143	V	GF		S3	26027		00840		
580G	TIME FACT/CLOSED/CAS			EP580D	PU	P	143	V	GF		S5	26027		00860		
580H	PROC/TIME CLOSED/CAS			EP580D	PU	P	143	V	GF		S5	26027		00880		
580I	TYPE-4 CLOSINGS			EP580D	PU	P	CARD		GF		S5	26027		00900		
580J	OV CASES CLOSED			EP580D	PU	P	143	V	GF		S5	26027		00920		
580K	DEF/STATUS CASES			EP580F	PU	P	143	V	GF		S5	26027		01560		
580L	STAT IN APPRASIAL 1			EP580H	PU	P	143	V	GF		S5	26027		01040		
580M	STAT IN INVEST 1			EP580H	PU	P	143	V	GF		S5	26027		01060		
580N	STAT PRELIM REVIEW 1			EP580H	PU	P	143	V	GF		S5	26027		01080		
580P	STAT IN SECURITY/REP			EP580H	PU	P	143	V	GF		S5	26027		01100		
580Q	STAT IN APPRASIAL 1			EP580H	PU	P	143	V	GF		S5	26027		01120		
580R	STAT IN INVEST 1			EP580H	PU	P	143	V	GF		S5	26027		01140		
580S	STAT PRELIM REVIEW 1			EP580H	PU	P	143	V	GF		S5	26027		01160		
580T	STAT IN SECURITY/REP			EP580H	PU	P	143	V	GF		S5	26027		01180		
580U	STATUS IN INVEST			EP580H	PU	P	143	V	GF		S5	26027		01760		
590A	SANCA UPDATED 3X5			EP590C	PU	P	3X5	1	AT		S5	26056		00572		

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200010-4

SECRET

Security

AT&S - Administration & Training Staff  
SR&CD - Security Records & Communications Div.  
PSD - Physical Security Div.

STAT

OP - Operations Branch  
SS - Safety Staff

STAT

ARB - Advanced Requirements Branch  
TD - Technical Division  
EOP - Executive Office of the President  
PRSN - Personnel Security Branch  
EPD - Executive & Planning Div.  
SRS - Security Research Staff  
IPB - Information Processing Branch

STAT

EX - Executive Staff  
IOS - Security for Discreetive Operational Support  
SAFEHOUSE - Safehouse Manager

## Office of Security

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	Processing	Authority	Cite	Preparing Source	Number Component	Leader Report	Manual	Report Cost	Computer Cost	Manual Computer Cost	Report Cost
1	Monthly Personnel Report	1	3	8	12	3	70	AT&S	-	AT&S	-	24	9240	-	-	1
2	Personnel Positions + Replacement Posters	1	4	14	4	7	70	AT&S	-	do	-	8	4648	-	-	2
3	Midcareer Status Report	1	1	1	1	1	70	Paraffinence	-	do	-	16	12632	-	-	3
4	Status of Funds	1	1	10	12	6	70	OS	-	do	-	125	144300	-	-	4
5	Operating Program (Feder)	5	3	10	1	2	-	OPPB	-	ALL	-	136	354400	-	-	5
6	Congressional Budget Submission	5	3	7	1	2	yes	OPPB	-	AT&S	Various	116	81600	-	-	6
7	Office Estimates	STAT	5	3	10	1	yes	OPPB	-	do	Various	304	225000	-	-	7
8	Weekly Personnel Opt.	1	3	8	52	3	70	AT&S	-	do	-	208	110546	-	-	8
9	Report of Activities	STAT	2	3	4	2	70	OS	-			48	26864	-	STAT	9
0	Report of Activities		1	2	3	4	2	70	do	-		48	30832	-	-	10
1	Report of Activities		1	2	3	4	2	70	do	-		48	25824	-	-	11
2	Report of Activities		1	2	3	4	2	70	do	-		48	30832	-	-	12
3	Report of Activities		1	2	3	4	2	70	do	-		48	30832	-	-	13
4	Report of Activities		1	2	3	4	2	70	do	-		48	26864	-	-	14
5	Report of Activities		1	2	3	4	2	70	do	-		48	30832	-	-	15
6	Report of Activities	STAT	2	3	4	2	70	do	-			48	26864	-	-	16
7	Report of Activities - Proj. [redacted]	1	2	3	4	2	70	do	-			48	41424	-	-	17
8	Report of Activities		1	2	3	4	2	70	do	-		48	30832	-	-	18
9	Report of Activities		1	2	3	4	2	70	do	-		48	41424	-	-	19
0	Report of Activities		1	2	3	4	2	70	do	-		48	30832	-	-	20
1	Daily Log of External Delays, Sec. Files	1	1	6	12	1	70	OS	DR 68-1	SP&D	-	24	7560	-	-	21
2	Daily Log of Delays Security Files	1	1	varies	12	1	70	do	do	do	1	324	102060	-	-	22
3	Case Analysis Br. Uply. Rpt.	1	1	3	1	1	70	do	NOT 55-7	do	1	211	-	-	23	
4	Computerized Info Br. Daily Rpt.	3	1	2	12	1	70	OS	DOCI	Memorandum	1	24	27192	-	-	24
5	Case Analysis Br. Daily Statistical Status Rpt.	1	1	3	12	1	70	do	NOT 55-7	do	1	4	1680	-	-	25
6	Daily Statistical Rpt. - Records Branch	1	1	4	12	1	70	do	do	do	1	5	2832	-	-	26
7	Wkly. Statistical Rpt. (Records Branch)	1	1	3	52	1	70	do	do	do	1	16	8216	-	-	27
8	Records Branch Wkly. Statistical Rpt.	1	1	3	1	1	70	do	do	do	1	8	4291	-	-	28
9	Daily Prod. Rpt. - Computer Report Section	1	1	1	252	1	70	do	do	do	1	50	32508	-	-	29
0	Daily Rpt. of Files Section Activity	1	1	1	252	1	70	do	do	do	1	50	19908	-	-	30
1	Daily Rpt. of Indices Section Actions	1	1	1	252	1	70	do	do	do	1	25	13104	-	-	31
2	Daily Case Statistical Rpt.	1	1	5	252	1	70	do	do	do	1	76	238140	-	-	32
3	Regional Security Sec. Staff Opt. of Activities	1	2	5	4	2	70	OS	do	do	1	48	41424	-	STAT	33
4	Temporary Regional Sec. Staff Activities Opt.	1	2	5	4	2	70	do	-			48	41424	-	-	34
5	Temporary Regional Sec. Staff Activities Opt.	1	1	4	12	1	70	OS	-			48	41424	-	-	35

## Office of Security

Control No.	Report Title	Type of Report	Number	Prepared	Frequency	Distribution	Processing	Authority	Prepared by	Prepared	Feeder	Manual	Reports	Computer	Reports	
		Report	Prepared	Frequency	Distribution	Processing	Source	Number	Component	Report	Manhours	Cost	Manhours	Cost	Manhours	Cost
1	05-036	Install of Acoustic Conf. Lines & Comb. Acoustic Chdr.	3	1	4	1	2	700 DDP/SSM	-	IPS	-	17	136.14	-	-	1
2	05-037	Special to DC on TD Proj. [ ]	3	2	6	2	2	700 -	-	do	-	44	358.28	-	-	2
3	05-038	NATO SEATO COMINT Annual Inventory	1	2	5	1	3	700 CIA/CLASS CONTROL OFFICER	OP	1	12	6716	-	-	-	3
4	05-039	Rpt. to DDS	1	3	8	1	4	700 AINS	SS	-	572	3,680.52	-	-	-	4
5	05-040	Justly, Rpt. to Secretary of Labor	4	3	10	4	5	700 SEC. LABOR (CPR-TITLE 29)	SS	5	28	173.00	-	-	-	5
6	05-041	Budget & manpower position - 1700000.00. Dept. Comp. Rpt.	1	2	2	1	-	700 OS	ITC	-	2	19.18	-	-	-	6
7	05-042	Contractor Inspection Rpt.	7	-	1	2	2	700 -	-	ARB	-	6	516.00	-	-	7
8	05-043	75CC Annual Rpt.	1	2	6	1	2	700 OS	-	TD	5	13	89.34	-	-	8
9	05-044	Statue Rpt. of Acute Seismic Hazards to DDP/SSM	3	1	6	2	2	700 DDP/SSM	-	IPS	-	24	186.08	-	-	9
10	05-045	Secure Room Inspections	4	3	15	1	12	700 EOP	LTR-07/03	TD	-	228	1,645.40	-	-	10
11	05-046	minimum Safety - 10. Rpt. to the President	4	3	8	1	5	700 EOP	-	SS	-	156	1,321.16	-	-	11
12	05-047	DDS Rpt. on Security Violations	1	1	20	12	4	700 OS	-	OP	1	120	446.08	-	-	12
13	05-048	Special Statistical Rpt.	1	1	7	62	3	700 OS	-	PSD	1	24	166.08	-	-	13
14	05-049	Biographical Statistical Rpt.	1	3	4	4	1	700 OS	-	FIELD	-	44	394.80	-	-	14
15	05-050	Unquestioned Rpt. to Br. Orgy Rpt.	3	1	2	1	1	700 DDCI	MEMO 7/14/62	SRVNC	1	1	377	-	-	15
16	05-051	SRS Clinical Activities Rpt.	1	1	1	52	1	700 OS	-	SRCN	7	156	453.92	-	-	16
17	05-052	Plans for possible reaction to DDS very Staff mtg.	1	2	2	52	1	700 OS	-	EPO	-	17	1,220.00	-	-	17
18	05-053	Cost Analysis	1	1	3	1	3	700 do	-	do	1	51	434.89	15	1,000	18
19	05-054	SRS Oper. Activities Rpt. (why)	1	3	22	52	1	700 do	-	SRS	22	874	4,139.41	-	-	19
20	05-055	Rpt. to Ad. or Board regarding - Overstepping capability	4	2	5	1	3	700 AT/GEN. [ ]	-	EPO	2	6	41.71	-	-	20
21	05-056	ADP Mgmt. - Info. Rpt.	7	1	4	2	3	700 DDP/1PC	BBB-A-23	1PB	-	2	471.93	-	-	21
22	05-057	Consolidated Rpt. on Info. Handling & ADP mgmt.	7	2	3	2	1	700 DDP/1PC	BBB-A-79	?	4	128	802.34	-	-	22
23	05-058	NBC Negotiation Rpt.	1	1	3	2	1	700 OS	-	SAC/WFO	-	8	47.80	-	-	23
24	05-059	Post Office Box & Line Address Inventory	1	1	3	1	1	700 do	-	do	-	21	86.00	-	-	24
25	05-060	OS Statistical Rpt.	1	1	2	12	7	700 OS	-	EPO	17	3,360	1,636.35	-	-	25
26	05-061	Program Call	5	2	10	1	1	700 OPPB	-	EX	11	111.3	9,367.90	-	-	26
27	05-062	Wkly. Revision Rpt. of Significant Activities	7	2	13	52	8	700 OS	-	EPO	18	9308	15,673.04	-	-	27
28	05-063	10S Fed. Consolidated Standing Condition - Rpt. Rpt.	1	1	1	1	2	700 OS	-	10S	12	10	547.20	-	-	28
29	05-064	Wkly. Name Check Rpt.	1	1	3	12	1	700 OS	-	[ ]	-	240	484.96	-	STAT	29
30	05-065	Rpt. of Recorded Greetings	7	1	3	1	1	700 DDP/SSM/1PB	-	EPO	8	161	1,151.37	-	-	30
31	05-066	Recorded Assignment Record	1	1	5	12	2	700 OS	-	10S	9	12	241.40	-	-	31
32	05-067	Manuscr. Yabuto's Enhance Nation's Constituency Picture	4	2	35	1	30	700 USIB	12/14/69	EPO	8	149	1,021.11	-	-	32
33	05-068	Rpt. to President Foreign Advisory Board	10	2	8	1	1	700 AINS/1PB	-	EPO	8	231	2,549.21	-	-	33
34	05-069	Significant Accomplishments	10	2	6	1	2	700 OS	-	EPO	8	449	3,358.69	-	-	34
35	05-070	Motor Vehicle Operating & Maintenance Record	7	1	4	1	2	700 OS	-	[ ]	4	13	820.05	-	STAT	35

## Office of Security

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	Processing	Authority	Cite	Preparing Component	Feeder Report	Manual	Reports	Computer Reports	Manhours	Cost	Manhours	Cost
1	08-071 Foreign Language Development Program	7	1	1	1	1	720	OTR	HR	AT+S	10	7342	STAT	1			
2	08-072 Safehouse Usage Report	7	1	1	2	1	No	OH			6	4776		2			
3	08-073 Crawl of Motor Vehicle Requirements	7	1	3	1	2	No	AMODIT		AT+S	3	1938		3			
4	08-074 Special Agents Training Course Rpt.	7	2	3	1	1	No	OTR		AT+S	6	4984		4			
5	08-075 Physical Security Courses Rpt.	7	2	3	1	1	No	OTR		AT+S	6	4984		5			
6	08-076 IOS Senior Agents Seminar Rpt.	7	2	3	1	1	No	OTR		AT+S	6	4984		6			
7	08-077 Security Officers Field Course Rpt.	7	2	3	1	1	No	OTR		AT+S	6	4984		7			
8	08-078 Clerical Efficiency Rpt.	7	2	2	12	1	No	OP		AT+S	6	4984		8			
9	08-079 Rpt. on Trng Statistics for OTC	7	1	2	1	1	No	OTR		AT+S	12	9320		9			
10	08-080 Special Clearances - Reg. by Organization	4	4	varies	12	1	yes	Dep/Off	Memo 4/1/62	OCS	3	1040	1310400	1790100	10		
11	08-081 Special Clearances (SPC) - Reg. by Name	4	4	varies	12	1	yes	do	do	do	3	1040	1310400	1790100	11		
12	08-082 CAPER Report #1-Cases in Process	8	1	-	26	-	yes	-	HR	do	1	-	35010	STAT	12		
13	08-083 CAPER #2-Cases Rpt (Pending)	8	1	-	26	-	yes	-	do	do	1	-	35010	408	13		
14	" " " 28 Station Rpt (Other Pending Cases)													408			
15	08-084 CAPER - Rpt #3-Cases Closed During the Month	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	14	
16	08-085 CAPER - Rpt #4-Proc. Year-Factory Closed Out/Cases	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	15	
17	08-086 CAPER Rpt #5-Starting Proc. in Closed Batches-Cases	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	16	
18	08-087 " " " #6-Misc. Statistics	8	1	-	26	-	yes	-	do	do	1	-	35010	-	408	17	
19	08-088 " " " Last O-S Status Proc. Cases in Proc. in AS/BD	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	18	
20	08-089 " " " Last O-S Status Proc. Cases in Proc. in ID	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	19	
21	08-090 " " " Last O-S Deferred Status Cases	8	4	-	26	-	yes	-	do	do	1	-	35010	-	11016	20	
22	08-091 " " " Last O-S Status Proc. Cases in Proc. in Public Areas	8	4	-	26	-	yes	-	do	do	1	-	35010	-	11016	21	
23	08-092 " " " Last O-S Status Proc. Cases in Proc. in SEC/DO	8	4	-	26	-	yes	-	do	do	1	-	35010	-	816	22	
24	08-093 " " " Last O-S Status of Other Cases in Appoint Process	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	23	
25	08-094 " " " Last O-S Status Other Cases in Proc. in ID	8	4	-	26	-	yes	-	do	do	1	-	35010	-	2852	24	
26	08-095 " " " Last O-S Status Other Cases in Proc. in Public Areas	8	4	-	26	-	yes	-	do	do	1	-	35010	-	15504	25	
27	08-096 " " " Last O-S Status Other Cases in Proc. in SEC/DO	8	4	-	26	-	yes	-	do	do	1	-	35010	-	15504	26	
28	08-097 " " " Last O-S Status Other Cases in Proc. in Public Areas	8	4	-	26	-	yes	-	do	do	1	-	35010	-	15504	27	
29	08-098 " " " Last O-S Status Other Cases in Proc. in SEC/DO	8	4	-	26	-	yes	-	do	do	1	-	35010	-	408	28	
30	08-099 " " " Last O-S Status Other Cases in Proc. in SEC/DO	8	4	-	26	-	yes	-	do	do	1	-	35010	-	6528	29	
31	08-100 Credentials by Alpha	8	4	6	12	3	yes	-	do	do	1	-	35010	-	14280	30	
32	08-101 Credentials -Personnel Alpha by office	8	4	4	12	3	yes	-	do	do	1	-	2400	-	30672	31	
33	08-102 Credentials Operations, F-FAO-CR-ID	8	4	4	12	2	yes	-	do	do	1	-	2400	-	3592	32	
34	08-103 Credentials Personnel -F-FAO AL/DO	8	4	4	12	3	yes	-	do	do	1	-	2400	-	11808	33	
35	08-104 Credentials by Credential number	8	4	6	12	3	yes	-	do	do	1	-	2400	-	3744	34	

## Office of Security

Control No.	Report Title	Type of Report	Number prepared	Frequency	Distribution	ADP Processing	Authority Source	Cite Number	Preparing Component	Feder Report	Manually Manhours	Computer Costs	Report Manhours	Report Cost		
														1	2	3
05-105	C4P Telephone Badge by Alpha	Report	6	4	5	12	5	yes	-	HR	yes	-	384	-	1828	1
05-106	C4P Telephone Delitions by Alpha	Report	8	4	3	12	2	yes	-	do	do	1	384	-	1728	2
05-107	C4P Telephone Delitions by Badge No.	Report	8	4	3	12	2	yes	-	do	do	1	384	-	1728	3
05-108	Visitor-No except Watchman Post by Alpha	Report	8	4	4	12	3	yes	-	do	do	1	900.00	-	74.88	4
05-109	Visitor-No except Watchman Post by office	Report	8	4	3	12	3	yes	-	do	do	1	900.00	-	61.90	5
05-110	Visitor-No except Watchman Post by Badge No.	Report	8	4	3	12	3	yes	-	do	do	1	900.00	-	56.16	6
05-111	Visitor-No except Watchman Post by badge	Report	8	4	2	12	1	yes	-	do	do	1	900.00	-	44.8	7
05-112	Staff Badge Number Sequence	Report	8	4	3	12	3	yes	-	do	do	1	102.96	-	1038.96	8
05-113	Staff Badge by name sequence	Report	8	4	8	12	8	yes	-	do	do	1	102.96	-	2635.20	9
05-114	Staff Badge Delts by Badge Sequence	Report	8	4	2	12	2	yes	-	do	do	1	102.96	-	547.00	10
05-115	Staff Badge Delts by Alpha	Report	8	4	2	12	2	yes	-	do	do	1	102.96	-	28.08	11
05-116	Staff Badge Delts by Area Code	Report	8	4	3	12	8	yes	-	do	do	1	102.96	-	27.12	12
05-117	Contract and Non Agency Employees	Report	8	4	3	12	3	yes	-	do	do	1	102.96	-	1980	13
05-118	Non Agency Employees	Report	8	4	3	12	2	yes	-	do	do	1	102.96	-	936	14
05-119	Non Agency Employees	Report	8	4	6	12	6	yes	-	do	do	1	1500	-	15120	15
05-120	USA (Alpha) listing	Report	8	4	4	12	4	yes	-	do	do	1	1500	-	15120	16
05-121	USA by Badge Number	Report	8	4	4	12	2	yes	-	do	do	1	1500	-	11520	17
05-122	USA Delts by Alpha	Report	8	4	4	12	2	yes	-	do	do	1	1500	-	11520	18
05-123	USA Delts by Badge Sequence	Report	8	4	4	12	2	yes	-	do	do	1	36.00	-	48.96	19
05-124	Visitor-No except Watchman	Report	8	4	4	12	3	yes	-	do	do	1	36.00	-	73.44	20
05-125	Visitor-No except Watchman Post	Report	8	4	4	12	2	yes	-	do	do	1	36.00	-	48.96	21
05-126	Visitor-No except Watchman Post by Alpha	Report	8	4	3	12	2	yes	-	do	do	1	36.00	-	110.16	22
05-127	Visitor-No except Watchman Post by Badge No.	Report	8	4	3	12	2	yes	-	do	do	1	36.00	-	110.16	23
05-128	C4P Telephone by Badge No.	Report	8	4	4	12	3	yes	-	do	do	1	384	-	162.00	24
25															25	
26															26	
27															27	
28															28	
29															29	
30															30	
31															31	
32															32	
33															33	
34															34	
35															35	

## Office of Finance

PPS - Policy and Planning Staff  
(S+AS)AD - Accounts Division

• ACS - Accounts Control System

AD - Accounts Division

FPS - Financial Reports Section

PAS - Property Accounts Section

C+L - Certification & Liaison Division

C+TD - Compensation & Tax Division

PSB - Payroll Support Branch

ICAO - Industrial Contract Audit Division

MD - Monetary Division

OCS - Office of Computer Services

PS+A - Proprietary Systems and Accounts Div.

SS - Support Staff

PI - Proprietary Instrumentality

Central No.	1	2	3	4	5	6	7	8	9	10	11	12	13
	Type of Report	Copies Prepared			ADP Processing	Authority Source	Cite Number	Preparing Component	Editorial Comments	Manual Reports	REPORTS COSTS	Computer Monitors	Reports COSTS
	REPORT T-71c												
1	OF-001 Program Plans - 5 yrs	4	3	5	1	2	701	OMB	-	ALL	16.8	1568.11	-
2	Fin. Mgmt. Inportion. Rpt.	4	3	22	1	17	No	BOB	Bul. 7413	PPS	194	1144.87	-
3	OF-003 Significant Accomplishments	6	2	12	1	15	No	DOS	DOS 62-4813	PPS	-	3045.51	-
4	OF-004 Rpt. Records Destroyed	1	1	2	4	2	No	OF	OF 1-528	ALL	-	352.06	-
5	OF-005 Annual Inv. of Records - F-138	2	1	2	1	1	No	DOS 62-4813	do	do	-	127	656.93
6	OF-006 Wkly. Act. Rpt. - NDS	10	5	52	1	701	DOF	-	do	-	468	2920.24	-
7	OF-007 Sale Supply. DCI Cert for Expnd.	3	1	3	4	3	No	DCI	Pl 110	SVAS	1	256	1210.22
8	OF-008 SF-1034 - DCI Expnd. Cert.	3	1	3	4	2	No	do	do	do	1	1	280
9	OF-009 Bal. of Paymt. Rpt.	5	10	2	4	2	No	OPPB	Bob 62-4813	do	-	-	-
10	OF-010 Status of Funds - Other Govt. Agencies	1	1	8	12	4	No	OF	OF 1-38	do	1	52	256.84
11	OF-011 Construction Rpt.	STAT	4	1	2	12	No	TREAS	Tl 1836.49	do	2	348	1626.36
12	OF-012 Status of Agenc. (Agency)	4	1	3	12	3	No	BOB	Co A-34	do	1	72	467.28
13	OF-013 Status of Agenc. (Other Govt. Agencies)	4	1	3	4	3	No	do	do	do	1	1	368.4
14	OF-014 "G" Accts. Advt. - Other Govt. Agencies	5	1	3	12	3	No	OPPB	-	do	1	12	65.28
15	OF-015 Fin. Rpt. [redacted]	1	1	3	4	2	No	OF	-	do	1	16	681.2
16	OF-016 Inv. other Govt. Accts. Exp + Unexp.	1	1	5	4	4	No	OF	OF 1-25	do	1	92	598.52
17	OF-017 Status of CIA Constr. Appro.	4	1	4	4	4	No	CIA	HR [redacted]	do	3	72	474.36
18	OF-018 Rpt on Budget Status - Construction	4	1	34	4	2	No	BOB	Cir A-34	do	4	560	-
19	OF-019 Stat. of Finance - Canada - SF-224 +	4	1	2	12	2	No	TREAS	Cir 945	do	1	2	1680
20	OF-020 Stat. of Finance - SF-224	4	1	3	12	3	No	BOB	Co A-11	ACS	3	180	940.44
21	OF-021 Status of Oper. Loans	1	3	4	1	2	No	OF	OF 1-22	SVAS	2	21	119.22
22	OF-022 Status of Indus. - RDC	4	1	5	12	2	No	Dec/DP/DMY	-	SVAS	2	72	408.40
23	OF-023 Status of Indus. - RDC - Supply Schedules	4	1	5	4	2	No	do	do	SVAS	2	136	793.32
24	OF-024 Analysis of Approv. Inv Bal. - F-BA-R 2108	4	1	4	1	3	No	TREAS	CIR 965	SVAS	2	1	-
25	OF-025 Annual Budgeting - DDS	6	3	3	1	1	No	WNS	-	AD	-	30	-
26	OF-026 Rpt. of Representative - Oper. Entertainment Exp.	3	1	4	1	4	No	ADP	CS 1-30-6	FRCS	-	100	524.48
27	OF-027 Shorty/Change Sold by CS/PCB	3	1	7	4	3	No	?	Compt/Ass	FRCS	-	8	30.44
28	OF-028 Rpt. of Accounting Recs. Prep.	5	1	4	1	4	No	OPPB	Finances 62-4813	PAS	-	266	1312.38
29	OF-029 Fin. Rpt. T-1 + T-11 - FPA Status	7	10	2	2	2	No	OL	Memo 7/1/61	PAS	-	5	454.43
30	OF-030 Activity Rpt.	1	1	2	2	2	No	OF	-	SVAS	3	62	589.92
31	OF-031 Agency Financial Rpt. +	2	3	18	1	16	No	OF	HR [redacted]	SVAS	2	801	6996.62
32	OF-032 Delinquent Advances	1	1	1	12	1	No	OF	-	SVAS	-	18826	109371.16
33	OF-033 Status of Accts. Obj. - "A" Act.	1	3	3	1	2	No	OF	OF 1-45	SVAS	2	131	861.95
34	OF-034 Stat. of Fin. Position - CEA/	2	1	1	1	1	No	OF	-	SVAS	34	213.30	-

Central No.	Report Title	Type of Report	Copies Required	Frequency	Distribution	APR Processing	Authority Source	Cite Number	Preparing Personnel	Leader Reported	Manuel Man-hours	Reports Cost	Computer Man-hours	Reports Cost
1	Activity Rpt.	1	1	3	12	1	No	OF	-	C+TD	-	240	1240.68	-
2	Special Claims/Problems	1	2	4	12	1	No	OF	-	do	-	-	-	1
3	Delinquent Advances	1	1	5	12	1	No	do	-	do	-	-	-	2
4	Status of Shortage Cases	1	1	3	12	1	No	do	-	do	-	12	53.92	-
5	Statistical Sampling of Trucks	6	1	5	12	1	No	NNS	-	do	-	12	36.36	-
6	Loss of Loads Settled by Cos's	1	1	5	4	1	No	OF	OF1-55	do	-	4	1400	-
7	Booking Rpt.	1	1	2	2	1	No	OF	-	do	-	8	40.10	-
8	Contingent Trucks	6	1	8	2	1	No	NNS	-	do	-	36	213.48	-
9	PL-88-558 - Personal Equip. Leased	2	1	7	1	1	No	NNS	PL-88-558	do	-	12	49.94	-
10	Const. Cost Letters-PLS Maint of Prop. Vehicles	2	3	7	1	1	No	OF	HHC	do	-	3	156.7	-
11	Rpt. Shortage & Measure of Loss	5	3	16	1	1	Yes	OPPB	-	do	-	120	1461.63	-
12	Loss of Classified Materiel O/S the Sys. Inv.	1	2	4	1	1	No	OF	-	do	-	1	221	-
13	Significant Acquisitions Admin Inv.	4	2	8	1	1	No	NNS	-	do	-	-	-	12
14	Activity Rpt.	1	1	3	12	1	No	OF	-	C+TD	-	96	1017.60	-
15	CARRS Data Inv. Inv.	1	1	5	12	1	No	OF	OF1-131	do	-	12	36.00	-
16	Procuring Retired Cases to CSC	1	1	4	12	2	No	OF	-	PSB	-	60	228.00	-
17	CARRS Trial Balances	1	1	6	4	3	No	OF	OF1-131	C+TD	-	16	96.00	-
18	Balance of Payment	5	1	4	4	2	No	OPPB	1963	PSB	-	8	30.40	-
19	FE817 - Regular & Optional	7	1	3	4	1	No	OP	1964	PSB	-	12	38.02	-
20	Overpaid, Under Pfd. by Payroll Deductions	1	1	1	2	1	No	OF	1967	C+TD	-	4	19.26	-
21	OF-055 Consolidated Task Compagny Payroll Deductions	7	1	3	1	1	No	OP	-	C+TD	-	1	2.15	-
22	Survey of Central Internal Controls by Sys. Fin. Control	2	3	6	Regular	2	No	OF	HR	ICAO	2	16.8	965.16	-
23	OF-057 Categories of Cost Proposals	2	3	6	Periodic	2	No	do	do	do	1	1080	5076.00	-
24	OF-058 Contract Visits	2	3	6	Periodic	2	No	do	do	do	-	4732	26237.11	-
25	OF-059 Statistical Opt on Activities of BAA	1	1	4	12	1	No	OF	-	do	3	48	359.76	-
26	OF-060 Audit of Actual Exp. Allocation Rates	1	3	6	Periodic	2	No	do	HR	do	1	2016	1371.24	-
27	OF-061 Review of Actual Exp. Allocation Rates	1	3	6	Periodic	2	No	do	do	do	-	472	2615.04	-
28	OF-062 Credit Schedules	1	1	20	2	12	No	do	-	do	3	4408	23345.6	-
29	OF-063 Margarine - Hours Expended	1	1	1	2	1	No	do	-	do	-	16	101.70	-
30	OF-064 Annual Briefing - DDS	10	2	-	1	-	No	NNS	-	do	-	10	117.40	-
31	OF-065 ICAD Pers. + Location Listing	1	1	10	4	10	No	OF	-	do	-	4	15.56	-
32	OF-066 Parking Rpt. Register F-2749	1	1	3	12	2	No	OF	-	do	-	12	39.00	-
33	OF-067 Check Received from [redacted]	1	1	6	12	3	No	OF	-	MD	-	12	46.68	-
34	OF-068 Cash Balance Rpt. - Field Stations	1	1	1	4	1	No	do	-	do	-	96	373.44	-
35	OF-069 Cash Bal. Rpt. - Field Stations	1	1	1	4	1	No	do	-	do	-	128	499.70	-

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Report No.	Report Title	STAT	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Date Number	Prepared Concurrent	Leader Reports	Manual Workbooks	Reports Cast	Computer Workbooks	Reports Cast	
OF-070	Cost Calc. Rpt. - Field Stations	1	1	1	1	1	No OF	-	MP	-	80	31120	-	-	1	
OF-071	Operatives [ ] Inventory	1	1	1	4	1	No do	-	do	-	24	9326	-	-	2	
OF-072	Re-imbursed Training Ctr. Inventory Cost & Accs.	1	2	7	4	3	No do	FOOP-30305	PPS	-	16	8948	-	-	3	
OF-073	- Activity Lpt.	1	3	1	6	1	No do	-	do	-	30	31136	-	-	4	
OF-074	Accomplishments in the Use & Mgmt. of ADP	7	3	3	2	1	No ODS/SS	BOB03A-79	do	3	14	10818	-	-	5	
OF-075	ADP Report, Infra Syst. Lpt.	7	1	8	2	4	No do	BOB03A-80	do	1	4	2974	-	-	6	
OF-076	Investigation Rpt. for Purchase Plan for Acq. of Pay	7	3	2	-	1	No DDS	HR	do	1	5050	3550554	-	STA	7	
OF-077	Budgets - DDS	B	3	-	1	-	No do	-	do	-	18	20812	-	-	8	
OF-078	CIADS Proj. of Activity & Budget Est.	5	3	13	1	7	No OPRB	-	do	2	84	76496	-	-	9	
OF-079	Actuarial Study of CIADS	5	3	-	-	-	No ?	PL 88-643	PCS	-	16	22444	-	-	10	
OF-080	CIA Inst. Policy Committee (Econ. & Probs.)	6	3	15	1	8	No NDS	70-0371	PPS	-	19	16859	-	-	11	
OF-081	Proc. of Stats. / G.L. Accs. F-2316	1	3	232	12	1	No OF	FOOP30305	do	-	1380	604440	-	-	12	
OF-082	Stat. as to Setting Priorities F-2321	4	3	12	12	6	No TREAS	-	do	-	36	22212	-	-	13	
OF-083	Inventory of Land & Equipment - Monetary Div.	1	3	7	4	3	No OF	Prinm/11/51	do	-	388	337976	-	-	14	
OF-084	List of Assets Received from Rep. Pay. Div.	4	1	7	1	2	No OPRB	-	PS+A	-	38	37626	-	-	15	
OF-085	Rep. Rep. Assets for Acq. Sys. Lpt.	1	3	4	1	1	No OF	-	PS+A	3	14	10363	-	-	16	
OF-086	Activity Lpt.	1	1	6	12	2	No OF	-	do	-	156	77640	-	-	17	
OF-087	Lean Rpt. for Budget Stk.	1	1	6	2	3	No OF	-	do	-	122	165232	-	-	18	
OF-088	Memorandum DDS Budget	1	3	6	1	1	No do	-	do	-	8	6023	-	-	19	
OF-089	STAT	1	2	5	4	2	No do	-	do	1	228	199744	-	-	20	
OF-090	Notice of Delin. Acctg.	STAT	6	2	2	12	No SSA/DDS	-	do	-	10	9840	-	-	21	
OF-091	Rpt. to Component After Recovery Stk.	1	1	2	124	1	No OF	-	do	-	64	36000	-	-	22	
OF-092	Analysis [ ] G.L. Stk.	6	3	6	4	2	No SSA/DDS	-	do	1	28	3924	-	-	23	
OF-093	Lean Rpt.	6	1	5	4	2	No do	-	do	-	108	92940	-	-	24	
OF-094	Rpt. of Delin. on Hand	1	2	1	52	-	No OF	-	do	-	52	38636	-	-	25	
OF-095	EAA Developments	1	2	2	2	1	No GF	-	do	-	12	12846	-	-	26	
OF-096		1 STAT	10	2	4	1	No OF	OF-134	do	-	4	155184	-	-	27	
OF-097		1	1	2	1	1	No OF	OF-134	do	-	6	25804	-	-	28	
OF-098	Congressional Budget	5	3	10	1	3	No OPRB	-	SS	-	34	20143	-	-	29	
OF-099	Budgetary Analysis - OF	1	1	2	12	2	No OF	HR [ ]	do	1	72	44426	-	STA	30	
OF-100	Space Utilization Survey	7	1	2	4	2	2 Yes	OL	-	1	5	3296	-	-	31	
OF-101	Newspaper Periodical Subscription List	3	1	2	1	2	No NDS/PCS	-	do	-	1	824	-	-	32	
OF-102	Cost of Used Olig. - Current by	1	2	3	1	2	No OF	-	do	-	1	393	-	-	33	
OF-103	Logbook Appx.	1	2	3	2	2	No OF	-	do	-	1	383	-	-	34	
OF-104	Fin. Act. Programming Level	3	1	2	2	2	No OCS	HR	do	-	1	537	-	-	STA	35



Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	Processing	ADP Source	Authority Number	Title	Preparing Personnel	Federal Reports	Manual Reports	Computer Reports	Reports Cost		
1	2	3	4	5	6	7	8	9	10	11	12	13				
1	OF-139	Statement of Funds Settled by CAS's	1	1	-	4	-	OF	OF 155	AD	-	2500	-	1		
2	OF-140	Bonding of Employees	2	2	-	Various	-	OF	HHB	Agency	-	10000	-	STAT 2		
3	OF-141	Integrated Settlement Stmt. F-948	2	1	2	1	1	OF	Field	-	50	25800	-	STAT 3		
4	OF-142	Non-Official Cover Report	9	1	1	4	1	OF	Contract	Contractor	-	100	230000	-	4	
5	OF-143	Newly Insured Employees	7	1	2	Special	1	OF	-	OP	20	6	2580	-	5	
6	OF-144	Bank Acct. Balances	8	1	2	12	-	NO	OF	-	Field	-	36	33984	-	6
7	OF-145	Currencies Purchased	8	1	2	12	1	NO	OF	-	Field	-	96	90624	-	7
8	OF-146	Fin. Mgmt. Inv. Rpt. (Feder)	4	2	2	1	17	NO	BOB	Bul. 70-13	OPPB	-	7	8000	-	8
9	OF-147	Fin. Mgmt Inv. Rpt. (Feder)	4	2	2	1	17	NO	BOB	do	SIPS	-	3	3408	-	9
0	OF-148	Ex/Int. Trans in Fin. Mgmt. Inv. (Feder)	4	1	2	1	17	NO	do	do	OTR	-	5	1882	-	10
1	OF-149	CFADS Projection (Feder)	5	1	2	1	7	NO	OPPB	-	OP	-	-	-	-	11
2	OF-150	Fin. Stmt. - Bal. Shts - Stmt. of Income	1	1	4	4	3	NO	OF	-	PI	3	5688	4509873	1145- STA	12
3	OF-151	Admin. Plan	4	2	14-14	Wkly	6-8	NO	OPPB	HIE	Agency	-	1147	1058765	-	13
4	OF-152	Cost Est. - Cost Control - Inst.	9	3	3	Special	3	NO	OF	HR	HEW	-	8	160000	-	14
5	OF-153	Base Contract Correspondence	7	1	1	4	-	NO	OF	-	OK	-	20	8000	-	15
6	OF-154	Liaison Trans Rpt. on Open Contracts	1	1	1	4	1	NO	OF	-	Contractor	-	40	28000	-	16
7	OF-155	Corporation Annual Rpts.	9	3	1	-	1	NO	OF	-	-	-	-	-	-	17
8	OF-156	Overhead Submissions	9	1	1	-	1	NO	OF	-	do	-	-	-	-	18
9	OF-157	Adv. Agreements - 100, BYP, TE	9	3	1	-	-	NO	OF	-	Trans	-	-	-	-	19
0	OF-158	Negotiated Overhead Rpts.	9	3	1	-	2	NO	OF	-	Trans	-	-	-	-	20
1	OF-159	Program Status	8	1	-	12	48	NO	OF	-	OCS	-	-	-	-	21
2	OF-160	Status of Allocations	8	1	-	12	48	NO	-	-	-	104840	-	183168	-	22
3	OF-161	Obligation Status	8	1	-	12	48	NO	-	-	-	104840	-	172000	-	23
4	OF-162	Adv. Oblig. Summary	8	1	-	12	48	NO	-	-	-	262100	-	1152000	-	24
5	OF-163	Property Status	8	1	-	12	48	NO	-	-	-	52420	-	252000	-	25
6	OF-164	Schedule of Encumbrances	8	1	-	12	48	NO	-	-	-	62944	-	504000	-	26
7	OF-165	6 Month Oblig. Summary	8	1	-	2	48	NO	-	-	-	10484	-	28800	-	27
8	OF-166	6 Month Property Status	8	1	-	2	48	NO	-	-	-	10484	-	204000	-	28
9	OF-167	Budget Adv. (F-Progress Only)	8	1	-	12	48	NO	-	-	-	10484	-	60000	-	29
0	OF-168	Involved Trans (Payroll Only)	8	1	-	252	48	NO	-	-	-	10484	-	78000	-	30
1	OF-169	Adv. 131 - Cash with Accrued Disbursements	8	1	-	12	3	NO	-	-	-	-	-	65200	-	31
2	OF-170	Adv. 1431 - Adv. for Salinity Proj.	8	1	-	12	14	NO	-	-	-	10484	-	2448	-	32
3	OF-171	(Adv. 1422 - Adv. to Projects (not subsidy))	8	1	-	12	14	NO	-	-	-	10484	-	2160	-	33
4	OF-172	Adv. 1439 - Adv. Adv. in Transit	8	1	-	12	48	NO	-	-	-	10484	-	5704	-	34
5	OF-173	Adv. 1441 - Adv. to Org. Recs (Circular Roll)	8	1	-	12	48	NO	-	-	-	10484	-	34560	-	35

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